

U.S. Courts Library Policy for Non-Court Users

The purpose of the U.S. Courts Library and its branches is to provide research assistance to federal judges and their staffs in the seven states of the Eighth Circuit.

The St. Louis headquarters library is open to the public 8:30 a.m. to 5 p.m., Monday through Friday, but library staff can only provide basic service to the public. We cannot provide in-depth research, borrow materials from other libraries, or make copies for non-court users, but we may be able to refer you to other libraries or agencies that can provide assistance. (See chart on next page.)

Non-court users may not use library telephones, fax machines, court computers, typewriters or supplies. You may use the public copier, the public access computer, and the microform reader/printer. We will provide assistance with their use.

Library materials may not be checked out to non-court users pursuant to 8th Circuit Local Rule 47F.

The first 10 copies or printed pages are free. Otherwise, copies or printed pages are 25 cents per page on the public copier, the public access computer, and the microform reader/printer. You may bring your own copy paper to reduce cost.

Pro se litigants who have been granted leave to file *in forma pauperis* are granted a one-time maximum of 50 free copies. Proper documentation from the court is necessary for free copies to be made.

Court-appointed attorneys can request reimbursement on their CJA voucher. Non-court federal employees can make free copies for official business only.

We exist to serve the federal courts. When there is a conflict between court and non-court use of library resources, the courts must come first. During busy times the use of the library may be limited to court staff. You may be asked to return materials you are using if they are needed by court staff.

We ask that library users maintain a sense of decorum when using the library. You may not ask other library users for legal advice or assistance. If you violate library rules or behave in a disruptive manner, you will be required to leave and will be barred from reentering the library.

If you have any questions regarding this policy, feel free to discuss them with the Circuit Librarian or the Head of Research.

* Please note: During special court sessions, library use by the general public may be restricted. *

Library Services Available to the Public

What we cannot do	What we can do
<ol style="list-style-type: none">1. Provide legal advice or opinions, or interpret any laws or legal documents2. Assist with preparation of cases or legal forms3. Provide in-depth reference service or access fee-based information databases (such as WESTLAW, LEXIS, etc.)4. Check out library materials or borrow items from other libraries5. Do photocopying or make telephone calls6. Allow use of office equipment, telephones, or supplies7. Allow smoking, eating, or disruptive behavior	<ol style="list-style-type: none">1. Allow the public access to library materials2. Provide directions to needed materials3. Provide basic instructions on how to use legal research materials4. Provide basic reference info (e.g., telephone numbers, addresses, definitions of legal terms)5. Provide a list of libraries that have needed materials that we do not own6. Provide basic instructions on how to use the photocopiers, the public access computer, and microform machines7. Refer users to other agencies which provide legal assistance